

February 23, 2012

ADDENDUM #1

To Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Administration

Project Title: Enterprise Real Property System Technical Documentation

1. This Addendum modifies the Statement of Work publication dated February 13, 2012.

- A.** Cost Proposal must be submitted as a fixed hourly rate, therefore, “Proposal Submission Instructions” on pages 3-4 is replaced with the following:

Proposal Submission Instructions

1. Submit proposals by email to: sherry.vanhorn@state.mn.us with two (2) separate attachments as follows:
 - a. Narrative proposal (to include items 1-6 of the “Response Requirements” above)
 - b. Cost Proposal **provided as a fixed hourly rate.**
2. In addition to the proposal with two attachments identified in 1. above, include a conflict of interest statement and completed forms referenced in above section titled “Response Requirements” items 7 and 8.
3. Subject line in email must be labeled: Enterprise Real Property System Technical Documentation of Database Standards
4. Response due date is March 7, 2012, by 2:00 PM, Central Standard Time. Proposals will not be accepted after this due date and time.

February 28, 2012

ADDENDUM #2

To Statement of Work (SOW) For Technology Services Issued By
Minnesota Department of Administration
Project Title: Enterprise Real Property System Technical Documentation

This Addendum modifies the Statement of Work publication dated February 13, 2012.

Questions and Answers

1. How much will contractor need to be onsite? Can the work be done off-site with remote access to ERPS' system?

Answer: 40 hours per week onsite.

2. Why the need to write training manuals for the software? Doesn't Archibus come with documentation already?

Answer: Archibus training at the State of Minnesota is unique. Archibus documentation does not include these unique processes.

3. Will contractor's lack of Archibus or AutoCAD-specific knowledge count against him/her?

Answer: Knowledge of Archibus and AutoCAD are not required, but are listed on page 2 of the SOW as desired skills.

4. There are 6 modules, with 4 documents for each. How big are they? How can we get a better sense of the project scope?

Answer: The documents will vary in size from 1 to approximately 100 letter size pages.

5. Is there any graphical work involved? Does the job call for creating new illustrations in addition to the conventional Visio assets?

Answer: Graphics will be included in the documents. They typically are screen shots of the Archibus application. Visio tools have been used in past documents.

6. Will ERPS be assigning an internal project manager for this job?

Answer: The State of Minnesota Enterprise TIFM Administrator will provide direction and guidance to the Documentation Specialist.

7. How available are the internal subject matter experts to be interviewed?

Answer: Internal subject matter experts will be available once a contract has been executed.

8. Are specific training objectives well defined? Or is the contractor expected to conduct a lengthy discovery and requirement gathering phase?

Answer: Training objectives are defined but are subject to change during this project. The Documentation Specialist will be required to develop an understanding of the processes associated with the Archibus application.

9. Does ERPS expect a total fixed bid cost or will a fixed hourly rate be acceptable?

Answer: A fixed hourly rate is required and an amendment to the SOW was posted.

10. What is the format of the final deliverables? Paper based PDF, MS Word, etc.?

Answer: The format of final deliverables is PDF and MS-Word.

11. Will you consider a web-based, interactive tutorials and documentation as a deliverable format?

Answer: Web-based, interactive tutorials are not required.

Answer: No.

24. Please confirm that it will be acceptable for vendor's to simply provide the hourly bill rate(s) consistent with the appropriate 902TS service category classification in their cost proposal?

Answer: See ADDENDUM #1 to Statement of Work.

25. If this SOW is requesting staff augmentation services, are vendors still required to provide the following:

- Provide explanation of experience with similar projects and understanding of business needs and project scope for this project
- Provide project work plan, schedule, and explanation of status updates for meeting project requirements

This information does not seem applicable for response to a staff augmentation position.

Answer: Responses must comply with the requirements set forth in the Statement of Work.

26. If this SOW is requesting staff augmentation services, Please confirm if it is acceptable for vendors to limit responses to an introduction, company overview, staff qualification chart, candidate resume and references, cost proposal, and required forms. Will vendors be deemed unresponsive if responses are limited to the aforementioned items?

Answer: Responses must comply with the requirements set forth in the Statement of Work.

27. Under the Required Skills / Education and Training section of this SOW, please confirm what MnDA expects vendor resource resumes to have in order to satisfy the following requirement:

"Database management"

Answer: The Documentation Specialist should be familiar with basic database structure; tables, fields, records and views.

28. Department of Administration/RECS previously issued an identical SOW for Documentation Specialist services on or around December 23, 2010.

- a) Was any contract awarded as a result of the previous SOW? **Answer:** Yes
- b) If no contract was previously awarded, please explain why not.
- c) If contract was previously awarded, to which vendor was contract awarded, and is previously awarded vendor permitted to bid on this SOW? **Answer:** LCI-Lawinger Consulting, Inc.; Yes
- d) Is the intent of this new SOW to replace the resource previously providing the documentation specialist services? **Answer:** No
- e) Is the intent of this SOW to continue the services of the current vendor/resource providing documentation specialist services? **Answer:** No

29. Has there been any progress/efforts made towards creating the following documents for each Archibus module (Space Management, Building Operations and Maintenance, Equipment and Fixed Assets, Move/Add Projects, Facility Condition Assessment and Project Management):

- 1. Enterprise Real Property System Database Standards Documents
- 2. Enterprise Real Property System Training Manuals
- 3. Enterprise Real Property System Workflow Process Diagrams
- 4. Enterprise Real Property System Security Policies and Procedures

Answer: Yes.

30. How many resources is RECS expecting selected vendor to provide?

Answer: One.

12. Please confirm that all staff provided by vendor will work 100% in MnDA offices at “Department of Administration Real Estate and Construction Services”, 50 Sherburne Avenue, Room 309 St. Paul MN 55155, throughout the life of the contract.

Answer: Work will be conducted approximately 95% at the address above and approximately 5% at a site within 10 miles of the address above.

13. Please confirm MnDA will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

Answer: The Department of Administration will provide a work space and necessary equipment.

14. What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

Answer: The daily work schedule is from 8:00 am to 4:30 pm, including two 15-minute breaks and a 30 minute lunch.

15. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDA approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Answer: See ADDENDUM #1 to Statement of Work.

16. Please confirm that a MnDA Project Manager will be responsible for directing the selected vendor’s resource(s) work tasks/assignments?

Answer: The State of Minnesota Enterprise TIFM Administrator will provide direction and guidance to the Documentation Specialist.

17. Is there any travel expected for vendor resources?

Answer: There will be occasional travel to attend off site meetings within 10 miles of the Department of Administration Building no more than four times per month.

18. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? If yes, who is the incumbent vendor?

Answer: Yes, LCI-Lawinger Consulting, Inc.

19. Does MnDA have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions? If yes, can you please share the budgeted amount?

Answer: No.

20. Is MnDA seeking “fixed-price” cost proposals for this SOW?

Answer: See ADDENDUM #1 to Statement of Work.

21. Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract? If no, please provide anticipated utilization?

Answer: Confirmed.

22. Is it MnDA’s intent to secure resources to perform the tasks outlined in this SOW on a “Staff Augmentations” / “Time and Materials” basis?

Answer: No.

23. Will selected vendor resource(s) be required to perform off-hours, on-call support work?